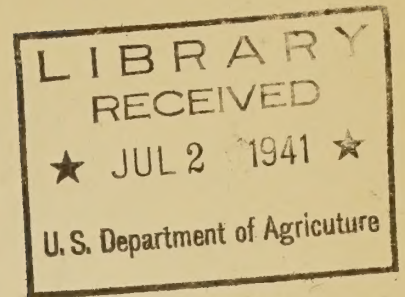


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UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
NORTH CENTRAL DIVISION

INSTRUCTIONS FOR COUNTY COMMITTEES RELATIVE TO HANDLING SET-OFFS,  
CLAIMS AND ADJUSTMENTS.

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PART I - SET-OFFS

A. GENERAL.

1. Applicability of Procedure - The procedure contained herein shall be followed in handling cases involving set-offs under programs administered by the Agricultural Adjustment Administration.
2. Basis for Making Set-Offs. The basis for making set-offs shall be the Register of Indebtedness, Forms RF-12, and ACP-64. The Register shall be kept current at all times so as to reflect accurately the status of all cases involving indebtedness to the United States Government. The State office shall be promptly notified whenever a person receives a payment to which he is not entitled and refuses to make the refund requested of him.
3. Minimum Amount of Set-off - No set-off shall be made against a payment due an applicant if the amount of such applicant's indebtedness is less than ten cents. If any indebtedness is less than ten cents, it shall be disregarded.
4. Order of Priority of Set-offs and Assignments - For cases involving more than one indebtedness, set-offs shall be made in accordance with the following order of priority;
  - a. Indebtedness to Agricultural Adjustment Administration.
    - (1) Conservation materials.
    - (2) Crop insurance premium advances.
    - (3) Overpayments under agricultural conservation programs.
    - (4) Overpayments under price adjustment programs, including failure to distribute 1935 Cotton Price Adjustment Payments.
    - (5) Overpayments under sugar beet programs.
    - (6) Overpayments under commodity contracts.
    - (7) Failure to pay marketing quota penalties.
    - (8) Overpayments under Supplementary Cotton Program.

- b. Indebtedness to Commodity Credit Corporation.
- c. Indebtedness to Farm Security Administration.
- d. Indebtedness to Farm Credit Administration.
- e. Indebtedness to Governmental agencies other than agencies of the Department of Agriculture.
- f. Indebtedness to the Federal Crop Insurance Corporation due to excess indemnity payment.

A debt in favor of the Agricultural Adjustment Administration or Commodity Credit Corporation has priority over an assignment without regard to the date of filing. Any part of the applicant's agricultural conservation payment which is not used to satisfy the indebtedness will be used to satisfy the assignment. If notice of an indebtedness in favor of any other agency of the Government is filed prior to the assignment, the assignment cannot be recognized. If an assignment is filed prior to the notice of an indebtedness in favor of any agency of the Government other than the A.A.A. or C.C.C., the applicant's agricultural conservation payment will be used to satisfy the assignment, and the applicant's payment under any other program will be used to satisfy his indebtedness. If more than one assignment is filed by the same person only the first assignment filed shall be recognized unless the debt secured by the first assignment has been repaid. Each request for a set-off and each assignment form should show the date of its receipt in the county office.

5. Cases where Applicant and Debtor are not the Same.

a. Debtor Deceased -

- (1) Administration of debtor's estate - Where the payment out of which the indebtedness arose was made to a person who has since died, the amount due may be set off against the payment due the administrator or executor of the estate of the deceased. A set-off not to exceed the value of the estate may be made against payments due the administrator or executor in his individual capacity if he had knowledge of the indebtedness and closed the estate without paying such indebtedness.

(2) No administration upon debtor's estate -

- (a) Performance rendered by deceased - Where the payment out of which the indebtedness arose was made to a person who has since died, the amount due may be set off against the payment due the heirs for performance rendered by the deceased.
  - (b) Performance rendered by the heirs - Where the payment out of which the indebtedness arose was made to a person who has since died, the amount due may not be set off against the payments due the heirs of the decedent for performance rendered by the heirs.
- b. Debtor declared incompetent - Where the payment out of which the indebtedness arose was made to a person who has since been declared incompetent by a court of competent jurisdiction, the amount due may be set off against the payments due the guardian or committee of the incompetent's estate.
- c. Debtor a partnership - Where the payment out of which the indebtedness arose was made to a partnership, the amount due may be set off against the payment due one of the partners.
- d. Debtor a partner - Where the payment out of which the indebtedness arose was made to an individual who is a member of a partnership, the amount due may be set off against the payment due the partnership only to the extent of such partner's interest therein.
- e. Debtor coproducers, or coowners - Where the payment out of which the indebtedness arose was made to coproducers or coowners, the amount due may be set off against the payments due one of such coproducers or coowners.
- f. Debtor a coproducer or coowner - Where the payment out of which the indebtedness arose was made to an individual who is now a coproducer or coowner, the amount due may be set off against the payments due coproducers or coowners only to the extent of the debtor's interest in the payment.
6. Adjustment of Register of Indebtedness - All adjustments in a person's indebtedness, together with the source of the liquidation, should be entered on RF-12. Every effort should be made to keep the RF-12 file current at all times.

B. ERRONEOUS SET-OFFS.

If a set-off is made against the payment due an applicant in an amount greater than such applicant's indebtedness or against the payment due a person who is not the debtor, notify the State office in writing of the erroneous set-off so that appropriate adjustments can be made.

PART II - CLAIMS AND ADJUSTMENTS

A. GENERAL.

1. Applicability of Procedure - This procedure shall be followed in handling cases involving claims, adjustments, returned checks, and refunds, under programs administered by the Agricultural Adjustment Administration.
2. Claims Which May Be Allowed - Because of the administrative cost of handling claims, the filing of claims should be discouraged whenever the amount of money involved is not substantial. All claims which are allowed must be approved in writing by the county committee and are subject to the approval of the State committee.
  - a. Death, Incompetency, or Disappearance - Where a person who has made an application dies, becomes incompetent or disappears before receiving payment, a claim by any person eligible to receive the payment shall be allowed.
  - b. Mechanical Errors in State Office - Where it is determined that a mechanical error has been made in the State office and a claim is presented for the amount by which the correct payment exceeds the payment made, the claim shall be allowed.
  - c. Mechanical Errors in County Office - Where a mechanical error has been made in the county office and a claim is presented for the amount by which the correct payment exceeds the payment made, the claim shall be allowed.
  - d. Erroneous Set-off - Where an erroneous set-off has been made against the payment of any person, and a claim is presented by the person underpaid as a result of the erroneous set-off, the claim shall be allowed.

- e. Error in Division of Payment - Where an error has been made in the division of payment resulting in one person's receiving a larger share of the payment than that to which he is entitled, and a claim is presented by the person underpaid, the claim may be allowed if the amount of the overpayment is recovered from the person who was overpaid. In all cases involving an error in division of payment a statement of claim should be obtained immediately from the person underpaid in order that there may be a timely filing of claim.
- f. Misdelivery of Check - Where a check has been delivered to and negotiated by a person other than the payee and a claim is presented by the payee, the claim may be allowed provided:
  - (1) The payee was in no way responsible for the misdelivery of the check and did not receive the proceeds thereof.
  - (2) The amount of the check is recovered by refund or set-off or the General Accounting Office has authorized a settlement in favor of the payee.
- g. Reclassification of Land - Where an error has been made in the classification of land and a claim is presented for the amount by which the payment computed after correction of such error exceeds the payment made, the claim shall be allowed.
- h. Remeasurement - When an error in measurement has been made by a farm reporter and a claim is presented for the amount by which the payment computed after correction of such error exceeds the payment made, the claim may be allowed.
- i. Application Submitted After Closing Date - The final date for the acceptance of applications and any exceptions that may be made with respect to the final date will be set forth in instructions issued in connection with the appropriate program. Any claim arising as a result of the failure to submit an application to the county office on or before the final date for accepting applications may be allowed provided:

- (1) The reason for the failure to submit the application on or before the final date is an acceptable one.
- (2) The allowance of the claim is recommended in writing by the county committee.

j. Claim Submitted after Closing Date - The final date for the acceptance of claims and any exceptions that may be made with respect to the final date will be set forth in instructions issued in connection with the appropriate program.

B. CASES INVOLVING UNDERPAYMENTS.

1. Preparation of Claim - If it is determined that an applicant has been underpaid, obtain from him a written statement requesting approval of his claim for additional payment. A member of the county committee should sign a statement recommending that the corrections be made and that the applicant's claim be approved. In the event the claim is based on a change in basic agricultural data the county committee's recommendation must clearly set forth the change and the reason therefor.
2. Disposition of Check or Refund - Any check issued under the original application should be delivered to the applicant. If the check was returned to the Disbursing Office, request the State office to authorize the return of the check to the payee. If a refund was obtained and sent to the State office, request the State office to authorize the return of the refund to the payee. In either event advise the payee that the acceptance of the check or refund will not prejudice his claim for any additional payment to which he may be entitled.
3. Preparation and Handling of Corrected Application - If the claim is found to be acceptable, a corrected application for payment should be prepared and it should be signed by the applicant and certified by a member of the county committee. A corrected farm computation sheet should also be prepared, if necessary. If under the applicable program the corrected forms would be prepared in the State office, all information required for the preparation of such forms should be forwarded to that office. The corrected application shall bear the same serial number as the original application, followed by the letter "A", except where the claim is based on the omission or the erroneous inclusion of the data for one or more farms, in which event a new serial number shall be assigned. There shall be entered to the left of the items representing the gross payment to applicant, and the payment less association

expenses on the corrected application, the amounts shown for such items on the original application. There shall be entered to the left of the entries made from the original application, the differences between such entries and the entries for the corrected application. In no case shall corrected forms be listed on RF-10.

C. CASES INVOLVING OVERPAYMENTS.

1. Examination of Case - If it is determined that an applicant has been overpaid a statement over the signature of a member of the county committee should be sent to the State office calling attention to the overpayment and the reason therefor. In the event the overpayment is due to a change in basic agricultural data, the statement should clearly set forth the changes and the reasons therefor.
2. Disposition of Check or Refund - If the check issued under the original application has not been cashed it should be returned to the Disbursing Office with a letter of explanation. A copy of the letter should be forwarded to the State office. The State office will authorize the cancellation of the check. If the check has been cashed the applicant should be requested to refund the excess amount which he received. When a refund is received from the applicant, send the refund to the State office with a letter of explanation.
3. Preparation and Handling of Corrected Application - If an overpayment is found to exist, a corrected application shall be prepared and a corrected farm computation sheet shall be prepared if necessary. If the original check has been returned for cancellation and a corrected payment is to be approved for the applicant, the corrected application must be signed by the applicant and a member of the county committee. If a corrected payment is not to be approved for the applicant, the corrected application must be signed by a member of the county committee but need not be signed by the applicant. The corrected farm computation sheet shall be prepared and certified in the regular manner. The corrected application for payment shall bear the same serial number as the original application, followed by the letter "A", except where the claim is based on the omission or the erroneous inclusion of the data for one or more farms, in which event a new serial number shall be assigned. In no case shall corrected forms be listed on RF-10.

D. CASES INVOLVING DEATH, INCOMPETENCY, OR DISAPPEARANCE.

1. Forms to be used in making claim.

- a. Form ACP-103 shall be used for making claim for the proceeds of checks due applicants under the following programs who have died, disappeared, or been declared incompetent:

- (1) 1939 Price Adjustment Programs.
- (2) Parity Payment Programs - if the producer died, disappeared, or was declared incompetent on or after August 17, 1940.
- (3) Agricultural Conservation Programs - if the producer died, disappeared, or was declared incompetent on or after August 17, 1940.

- b. Form 1055 shall be used for making claim for the proceeds of checks due applicants under the following programs who have died, disappeared, or been declared incompetent:

- (1) Sugar Beet Programs.
- (2) Parity Payment Programs - if the producer died, disappeared, or was declared incompetent prior to August 17, 1940.
- (3) Agricultural Conservation Programs - if the producer died, disappeared, or was declared incompetent prior to August 17, 1940.

- c. Form 1055 shall be used for making claim for the proceeds of checks drawn payable to assignees who have died, disappeared, or been declared incompetent.

2. Determination of persons entitled to make claim.

- a. Where the Regulations set forth in ACP-122 are not applicable -

- (1) Payments shall be made to the persons entitled thereto under the applicable State laws. A brief of State laws relating to descent and distribution of personal property will be furnished by the State Committee upon request.

- (2) In the case of death, claim should be made by the administrator or executor if one has been appointed and qualified. If the amount of the check exceeds \$500.00, settlement cannot be made without administration of the estate.
  - (3) If no administrator or executor has been or will be appointed and the amount of the check is not in excess of \$500.00, claim for the proceeds of the check may be made by the heirs or the creditors of the estate, whichever have preference under the laws of the State in which the deceased was domiciled at the time of death. Creditors cannot make claim for payments earned by a deceased applicant under the Sugar Beet Program.
    - (a) Any creditor of the estate of the deceased may release his right to file claim by executing Part II of Form ACP-73, Waiver of Right to Claim Agricultural Conservation Payment(s).
    - (b) Where a widow or a widow and minor children are entitled to a share of the estate of the deceased and there is a claim against the estate for funeral expenses or expenses of last illness and the laws of the State in which the deceased was domiciled at the time of his death do not clearly establish the priority of one of such claims, the creditor may, if he desires, execute Part II of ACP-73, or the widow may execute Part I of the form on behalf of herself and the minor children in order to facilitate the approval of the claim by the G.A.O. When ACP-73 is executed such form must be attached to the claim.
  - (4) In the case of incompetency claim may be made only by a duly appointed and qualified guardian or committee of the estate of the incompetent.
  - (5) In case of disappearance no claim may be made for the proceeds of a check unless a conservator is appointed for the estate or the applicant has been declared legally dead. In such event claim may be made by the conservator or other representative of the estate or by the heirs of the estate in case the applicant has been declared legally dead.
- b. Where the regulations set forth in ACP-122 are applicable-

- (1) Payments shall be made to the persons entitled to the proceeds of the check under the regulations issued by the Secretary of Agriculture as set forth on the reverse side of Form ACP-103 and in ACP-122.

3. Preparation of Form 1055.

- a. If claim for the proceeds of the check is made by an executor, administrator, guardian, or committee, Standard Form 1055 should be prepared as follows:

- (1) Enter the name of the State and county in the spaces provided therefor in the upper left-hand corner of the form.
- (2) Enter in paragraph 1 the name of the person making the claim; his street, city, county, and State address; the date of death or incompetency; the name of the deceased or incompetent; the applicable pronoun; the city, county, and State in which the deceased or incompetent had his domicile at the time of death or incompetency; and whether the estate is that of a person who died testate or intestate or a person who was declared incompetent. If the deceased left no will he died intestate and if he left a will he died testate. The date entered as being the date of death or incompetency must not be prior to the date the original application for the deceased or incompetent was executed.
- (3) Enter in paragraph 2 in the spaces provided therefor the applicable pronouns and the words "Public creditor under 1939 A.C.P., Application for Payment", or "Public creditor under 1940 A.C.P., Application for Payment", etc., followed by the State and county code and serial number of the application for payment.
- (4) Enter in paragraph 3 in the spaces provided therefor the applicable pronouns, and the amount due the deceased or incompetent for participation in the applicable program in words and in figures.
- (5) Enter in paragraph 4 the applicable pronoun; the check number, the name of the drawer of the check (G. F. Allen), the symbol number on the check, and the amount of the check in figures.

- (6) Enter in paragraph 5 the capacity in which the claimant is acting (executor, administrator, guardian, or committee); the name of the court (probate, district, county, etc.); the name of the county and State in which the court which issued to the claimant his letters of authority is located; and the name, address, and relationship of the relative or creditor responsible for administration upon the estate.
  - (7) Make no entries in paragraph 6.
  - (8) The representative of the estate must sign in the space provided for the signature of the applicant on the reverse side of Form 1055 and his signature must be witnessed. The certificate of two corroborating witnesses and the notary public immediately below the spaces provided for the signature of the applicant must be executed if the letters of authority fail to show the date of death or incompetency and the domicile of the deceased or incompetent. When a short form certificate of the letters of authority is used the certificate of corroborating witness and the certificate of a notary public need not be executed. In such case care should be taken to see that the date of death or incompetency and the domicile of the deceased or incompetent are entered thereon by the clerk of the court. A short-form certificate or a certified copy of the letters of authority should be attached to Form 1055. In the event the letters of authority were issued 9 months or more before the filing of a claim, a certified statement should be attached over the signature of the judge or clerk of the court which issued the letters of authority showing that such letters are still in full force and effect.
- b. If claim for the proceeds of the check is made by the heirs or creditors of the estate, Form 1055 should be prepared as follows:
- (1) Make entries through item 4 in the manner set forth in paragraph 3(a).
  - (2) Make no entries in paragraph 5.

- (3) Enter in paragraph 6 a description of the assets of the estate other than the amount due from the Government and the approximate value thereof.
- (4) Enter in paragraph 6(a) the relationship of the claimant to the deceased.
- (5) Enter in paragraph 6(b) the word "Yes" or "No" in answer to the question as to whether the funeral expenses have been paid. No entries need be made in 6(b), 6(c), 6(d), or 6(e) for claims under the sugar beet program.
- (6) Enter in paragraph 6(c) the name of the person who paid the funeral expenses, and the amount thereof.
- (7) Enter in paragraph 6(d) the word "Yes" or "No" in answer to the question as to whether the funeral expenses were paid out of funds belonging to the estate of the deceased. If the funeral expenses were not paid out of funds belonging to the estate of the deceased and claim is made by the payer of the funeral expenses, attach an itemized bill for the funeral expenses and a receipt showing that the claimant paid the funeral expenses.
- (8) Enter in paragraph 6(e) the word "Yes" or "No" in answer to the question as to whether the funeral expenses were paid from the personal funds of the claimant.
- (9) Enter in paragraphs 6(f), 6(g), and 6(h), the name, age, address, and relationship to the deceased of each of the heirs of the estate. Do not make any entries in paragraphs 6(f), 6(g), and 6(h), if claim is being made only by creditors.
- (10) Indicate in paragraph 6(i) whether any benefit exemption, or allowance from the estate of the deceased has been made to the claimant and the extent thereof.
- (11) Enter in paragraph 6(j) any additional facts upon which the claimant bases his claim for the proceeds of the check. If claim is being made by heirs of the deceased and the amount of the check exceeds

\$100.00 and there are not outstanding debts against the estate of the deceased, enter in paragraph 6(j) the words, "There are no outstanding debts against the estate of the deceased." If claim is being made by the heirs of the deceased and the amount of the check exceeds \$100.00 and there are outstanding debts against the estate of the deceased, a listing of the various debts, the amounts thereof, and the names of the persons to whom such debts are due must accompany Form 1055. If the claim is filed by a preferred creditor, such claim must be accompanied by a statement signed by a member of the family of the deceased who is in a position to know the facts to the effect that there are no other claims against the estate having an equal or greater degree of preference, or if the order of priority of debts is not known, the claim must be accompanied by a statement listing the claims.

- (12) The claimant should sign on the reverse side of the form in the space provided for the signature of the applicant and the signature should be witnessed. Also, the certificate of the two corroborating witnesses must be executed and signed by the witnesses. The certificate of the notary public must be executed and his signature entered in the space provided therefor. If the claim is being made by the heirs of the estate of the deceased, each person whose name appears in paragraph 6 as an heir of the estate should sign Form 1055 as a claimant, or authorize an agent to sign on his behalf. If an agent signs on behalf of a claimant, a duly executed power of attorney authorizing him to represent the claimant must be attached to Form 1055. If one or more of the heirs of the estate fail to sign Form 1055, the share of such heir or heirs in the payment due the estate will be withheld. If a guardian signs on behalf of a minor, Letters of Guardianship must be attached. If the minor signs on his own behalf, statement in the form of an affidavit by a person acquainted with the minor must be attached, setting forth that the minor is accustomed to the payment, and receipt of money and that he is competent to receive the proceeds of the check for which claim is filed. If a person other than a guardian signs on behalf of a minor, a statement in the form of an affidavit

by such person must be attached, setting forth his relationship to the minor, that the minor is in his care, custody, and control, and that the proceeds of the check will be used for the maintenance and support of the minor.

4. Preparation of Form ACP-103 -

- a. Prepare ACP-103 in triplicate in accordance with the instructions on the reverse side thereof.
- b. Payment may be made upon proper application therefor, without regard to claims of creditors other than the United States, in accordance with the order of precedence indicated on the reverse side of Form ACP-103.
- c. Legally adopted children shall be entitled to share in any payment in the same manner and to the same extent as other children.
- d. Any payment which the deceased person could have received may be made jointly to the persons found to be entitled to the payment.
- e. If any person who is entitled to payment is a minor, payment of his share shall be made to his legal guardian, but if no legal guardian has been appointed payment shall be made to his natural guardian for his benefit, unless the minor's share of the payment exceeds \$500.00, in which event payment shall be made only to his legal guardian.
- f. In case of incompetency if the payment claimed is more than \$500.00, payment may be made only to such person as may be authorized under the State law to receive payment for the incompetent.

5. Disposition of check - If the check issued under the application has not been cashed it should be returned to the Disbursing Office with a letter of explanation. A copy of such letter should be sent to the State office.

E. LOST, STOLEN, DESTROYED, OR MISDELIVERED CHECKS

1. Every case involving the nonreceipt, loss, theft, or destruction of a check should be reported immediately to the

disbursing officer who issued it, with a request that payment thereon be stopped. Where possible, all of the pertinent facts should be reported at the time of requesting the stoppage. If any of the facts are not immediately available, they should be obtained and forwarded as promptly as possible. A copy of the report to the disbursing officer should be submitted to the State office.

2. The report and request for stoppage should contain all of the following information:

- a. A statement in duplicate by the owner of the check requesting that payment be stopped, and setting forth all of the pertinent facts concerning the nonreceipt, loss, theft, or destruction of the check. For example, it should be definitely stated whether the check was received by the payee or whether it was lost, stolen, or destroyed after receipt by him. If the check was lost, stolen, or destroyed after receipt by the payee, it should be stated whether the check was endorsed, and if so, just how it was endorsed. If the check was lost, stolen, or destroyed after receipt by the payee, the circumstances attending its loss, the place from which stolen, or manner of destruction should be stated. The owner of the check should sign his or her name several times on the statement, making one of the signatures a complete "full name" signature. This is for the purpose of comparison in case of possible forgery. The signatures should be preceded by Mr., Mrs., or Miss, as may be appropriate. If the signature is by mark, it should be witnessed by two persons who can write, giving their places of residence in full.
- b. If the payee says that he did not receive the check, the name and location of the office from which, and the means by which, the check was transmitted to the payee should be stated. If the check was mailed to the payee, the place to which it was addressed should be shown. If the address to which the check was mailed differs from the present address of the payee, that fact should be indicated. It should also be stated whether the address to which the check was mailed was the address furnished by the payee and, if not, the payee's address of record should be furnished. If the check was returned and remailed to the payee, the address to which it was sent should be furnished.

c. A complete description of the check, as follows:

- (1) Name, and address (if any), of the payee
  - (2) Number
  - (3) Date
  - (4) Amount
  - (5) Name of the disbursing officer
  - (6) D. O. symbol number
3. The owner of the check should be cautioned that if he receives or recovers it after the report of nonreceipt, loss, or theft, he should promptly notify the Treasurer of the Association in writing, over his own signature, and request that stoppage of payment be removed. The Treasurer of the Association should immediately forward this communication to the disbursing officer with such other information as will enable him to identify the case. The payee should be requested not to negotiate the check for forty-eight hours following the forwarding of the request for removal of stoppage to the disbursing officer, in order to allow sufficient time to accomplish removal of stoppage so that payment will not be declined when the check is presented for payment.
4. These instructions should also be followed when request for stoppage is received from a claimant of a check other than the payee, which check has been lost, stolen, or destroyed.
5. The matter of requesting stoppage of payment against checks is largely a matter of the exercise of common sense. It can be seen that if an owner reports his check stolen, and advises that it was endorsed in blank, the appropriate disbursing officer should be notified without delay, using telegraphic means if necessary. In such case, the telegram should show the reason for requesting stoppage and must be confirmed by a report prepared in accordance with the foregoing instructions. In the subject case, it would be detrimental to the investigation to wait to accumulate all of the information necessary to complete the case. If the check was lost or stolen without endorsement, the need for haste would not be quite so great, but would still be urgent. If the check was known to be destroyed, there would obviously be no chance of its being cashed, and all of the information could be secured prior to forwarding the request for stoppage to the disbursing

officer. If all of the information necessary to satisfactorily handle the stoppage against the check, the reclamation of proceeds (if necessary), the making of settlement by the Treasurer of the United States with the rightful owner, and other necessary steps, is furnished voluntarily, it makes it unnecessary for each of the parties concerned to correspond back and forth. Such correspondence leads to delay in effecting settlement with the owner of the check.

F. RETURNED CHECKS.

1. Period of retention in county office - All checks must be delivered to payees within 21 days after receipt in the county office. If delivery cannot be made in 21 days the check should be returned to the Disbursing Office with a statement indicating why delivery could not be effected. A copy of the statement should be furnished the State office.
2. Period of retention in Disbursing Office - Undelivered checks which have been returned to the Disbursing Office will be retained in the Disbursing Office for 90 days following the first day of the month next following the month in which the check was issued. If a check has been returned to the Disbursing Office, and within the 90 day period the applicant makes claim for his check, the request in writing by the applicant should be forwarded immediately to the State office, so that the applicant's check may be returned to him.
3. Period of Retention in General Accounting Office - After the expiration of the period that the Disbursing Office will keep a check, the check will be forwarded to the General Accounting Office for safekeeping. At the end of the fiscal year next following the year in which the check was issued, the proceeds of the check will be credited to an account entitled "Outstanding Liabilities".
4. Claim for Undelivered Check - A written claim in duplicate fully describing the check, giving the name and address of the payee, and requesting the return of the check, should be prepared and forwarded to the State committee. If the check is being held by the Disbursing Office, the claim may be signed by either the applicant or a member of the county committee. If the check is being held in the General Accounting Office, the claim must be signed by the applicant.

G. REFUNDS -

1. Collection of Debts - It is the duty of the county committee to make a reasonable effort to collect amounts on the county's Register of Indebtedness where the debtors are financially responsible and the amounts cannot be recovered by set-off.
2. Examination - Remittances received by the county committee should be in the form of postal money orders, certified checks, or cashier's checks. Examine each remittance to determine that it is properly dated, that the written and numerical amounts thereon agree and that such remittance is negotiable in form. All remittances should be drawn in favor of the Treasurer of the United States, but if a remittance is drawn payable to the "North Central Division", or to the "Agricultural Adjustment Administration", or to the "Department of Agriculture", or in a similar impersonal manner, it may, if otherwise negotiable, be accepted and it can be endorsed by the State office with a rubber stamp as follows:

"Pay to the Order of  
The Treasurer of the United States,  
Division of Disbursement, Treasury Department,  
North Central Division, AAA, U. S. Department of Agriculture.

\_\_\_\_\_  
State Office    "

Remittances drawn payable to a person other than the Treasurer of the United States or remittances which are not negotiable in form must be returned to the remitter with a request that a new remittance, negotiable in form, and payable to the Treasurer of the United States be submitted.

3. Disposition of remittance - Under no circumstances shall a remittance be retained in the county office longer than two days.
  - a. If a remittance is found to be unacceptable or is found to be not due from the person for whom the remittance is made, such remittance shall be returned to the remitter.

b. If a remittance is found to be acceptable, send it to the State office with a letter of explanation indicating the reason for the refund.

4. Uncollectible remittances - If a remittance is not honored when presented for payment, the Disbursing Office will return such remittance to the State office, and the State office will return it to the county office with a request that another refund be obtained. The uncollectible remittance should be returned to the remitter and immediate steps should be taken to secure a remittance which will be honored when presented for payment. Thereafter, when another remittance is received, it should be sent to the State office with a letter indicating that it replaces the uncollectible remittance which was previously returned.

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